

## **NOTICE OF MEETING**

### **LONG BEACH CIVIL SERVICE COMMISSION**

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, SEPTEMBER 30, 2009, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7<sup>TH</sup> FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

## **A G E N D A**

1. **MINUTES** – Regular Meeting of September 23, 2009
2. **REQUEST FOR PROVISIONAL APPOINTMENTS** – La Trussel Williams, Perry Daniel and Carmen Quezada, Housing Specialists
  - a. Communication from Dennis J. Thys, Director of Community Development
  - b. Staff report prepared by Donna deAraujo, Assistant Administrative Analyst
3. **REQUEST FOR TEMPORARY REASSIGNMENT FOR TRAINING** – Cheryl Davis, Clerk Typist to Engineering Technician
  - a. Communication from Cynthia Stafford, Personnel Services Officer, Public Works
  - b. Staff report prepared by Sal Ambriz, Personnel Analyst
4. **REQUEST FOR EXCEPTION TO CIVIL SERVICE RULES AND REGULATIONS** – Section 115 (3) – Assistant Administrative Analyst  
Staff report prepared by Caprice McDonald, Personnel Analyst
5. **BULLETIN** – Assistant Administrative Analyst
6. **EXAMINATION RESULTS**  
Civil Engineering Assistant
7. **EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**  
Animal Control Officer  
Aquatics Supervisor  
Civil Engineer (10/8/08, 4/8/09, 4/29/09)  
Helicopter Mechanic  
Senior Civil Engineer (10/8/08)  
Supervisor Stores & Property  
Water Treatment Operator (4/8/09, 4/15/09)
8. **RETIREMENTS**  
Eugene Roston/General Maintenance Assistant/Harbor (27 yrs., 3 yrs.,)  
Terence Murray/Principal Construction Inspector/Harbor (27 yrs., 6 mos.)  
Aubrey Neal/Principal Construction Inspector/Harbor (28 yrs., 8 mos.)
9. **TRANSFER** – Ashley Atkinson/Administrative Analyst III/Community Development/to Administrative Analyst III/Development Services

10. **SCHEDULE FOR HEARINGS**

Reduction/Suspension Appeal 03-R/S-89 – Suggested Dates November 4 & 11, 2009

Dismissal Appeal 05-D-89 – Suggested Dates December 2 & 9, 2009

Dismissal Appeal 06-D-89 – Suggested Date December 16, 2009

Dismissal Appeal 07-D-89 – Suggested Dates January 6, 13, & 20, 2010

11. **MANAGERS' REPORT**

12. **NEW BUSINESS**

13. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

**BUDGET WORKSHOP**

**9:00 A.M. – DISMISSAL HEARING 01-D-89**

**THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.**

**"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".**

**LONG BEACH CIVIL SERVICE COMMISSION  
MARY ISLAS, PRESIDENT  
SEPTEMBER 23, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, September 23, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** Mary Islas, F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert

**MEMBER EXCUSED:**

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Melinda George, Deputy Director  
Diane Dzodin, Administrative Officer  
Marilyn Hall, Executive Assistant  
Salvador Ambriz, Personnel Analyst  
Caprice McDonald, Personnel Analyst  
Robert Pfingsthorn, Personnel Analyst  
Lourdes Ferrer, Personnel Analyst  
Donna de Araujo, Assistant Administrative Analyst  
Sherriel Murry, Personnel Analyst, Human Resources

**President Mary Islas presided.**

**MINUTES:** It was moved by Commissioner Karatsu, seconded by Commissioner Haubert and carried that the minutes of the regular meeting of September 9, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

It was moved by Commissioner Karatsu, seconded by Commissioner Infelise, that the record of the cancellation of the meeting of September 16, 2009, be approved. The motion carried by a unanimous roll call vote.

**REQUEST TO EXTEND  
PROVISIONAL APPOINTMENTS:** **CARMELA MATHIS, ROBERT MILLER, & GWENDOLYN  
WRIGHT/CONTROL CENTER OPERATORS**

The Secretary presented a staff report prepared by Rob Pfingsthorn, Personnel Analyst, requesting Commission approval to extend the provisional appointments for Carmela Mathis, Robert Miller and Gwendolyn Wright, Control Center Operators, 75 days, or until an eligible list is established. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Saafir and carried that the request to extend the provisional

appointments for Carmela Mathis, Robert Miller and Gwendolyn Wright be approved in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried unanimously.

**REQUEST FOR SELECTIVE  
CERTIFICATION:**

The Secretary presented a communication from Cynthia Stafford, Personnel Services Officer, requesting Commission authorization for the selective certification for individuals with Spanish/English bilingual skills from the Customer Service Representative eligible list. In addition, the Secretary presented a staff report prepared by Sal Ambriz, Personnel Analyst. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried that the request be approved, pursuant to Section 28 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST FOR SELECTIVE  
CERTIFICATION:**

The Secretary presented a communication from Phil T. Hester, Director of Parks, Recreation & Marine, requesting Commission authorization for the selective certification from the Events Coordinator eligible list for individuals with experience and knowledge dealing with marina related events. In addition, the Secretary presented a staff report prepared by Caprice McDonald, Personnel Analyst. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the request be approved, pursuant to Section 28 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST FOR SELECTIVE  
CERTIFICATION:**

The Secretary presented a communication from Phil T. Hester, Director of Parks, Recreation & Marine, requesting Commission authorization for the selective certification for individuals with Spanish/English bilingual skills from the Recreation Assistant eligible list. In addition, the Secretary presented a staff report prepared by Lourdes Ferrer, Personnel Analyst. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the request be approved, pursuant to Section 28 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

## **REQUEST FOR ORDER OF LAYOFF:**

The Secretary presented an Order of Layoff to the Commission for the Assistant Administrative Analyst, Registered Nurse, Public Health Nurse, Clerk Typist and Community Worker classifications in the Health and Human Services Department; and Fire Captain, Fire Engineer, Firefighter, Marine Safety Officer and Marine Safety Sergeant – Boat Operator classifications in the Fire Department, as requested by Patrick H. West, City Manager. In addition, the Secretary presented a staff report prepared by Diane Dzodin, Administrative Officer. Ms. Dzodin briefed the Commission regarding the layoffs. David Honey, Manager – Fire Administration, answered questions from the Commission regarding the Fire Department's classifications. He also informed the Commission that the Marine Safety positions have been restored by City Council. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to approve the Order of Layoff as prepared, with the exception of Police Officer, and to forward it to the City Manager. The motion carried by a unanimous roll call vote.

## **REVIEW OF NON-CAREER HIRING PROCESS WITHIN CITY DEPARTMENTS:**

The Secretary presented a report regarding the non-career hiring process within City departments, requested by the Commission on June 24, 2009, prepared by Rob Pfingsthorn, Personnel Analyst. The Secretary briefed the Commission on the information received from departments regarding hiring of non-careers. Commissioner Saafir questioned how many non-careers become provisional and probationary employees with the City of Long Beach. He stated that since non-career experience may qualify a person with the minimum qualifications to apply for classified employment with the City, he would like staff to find out what criteria is used at the time of hiring to determine if a non-career is qualified for the position. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to receive and file the report, and directed staff to report back on the process used to determine qualifications of non-careers, how many non-career employees are appointed as provisional employees and how many are full-time City employees.

**BULLETIN:**

**GEOGRAPHIC INFORMATION SYSTEMS ANALYST**

It was moved by Commissioner Haubert, seconded by Commissioner Saafir and carried that the subject Job Opportunity Bulletin be approved. The motion carried by a unanimous roll call vote.

**EXAMINATION RESULTS:**

**CIVIL ENGINEERING ASSISTANT – 142 Applied,  
37 Qualified**

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the subject examination results be approved. The motion carried by a unanimous roll call vote.

**EXTENSION OF EXPIRING  
ELIGIBLE LISTS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the following eligible lists be extended for an additional six months, except where otherwise noted, and that the extension for Office Services Assistant, Senior Accountant and Water Treatment Operator, be retroactive to September 17, 2009. The motion carried by a unanimous roll call vote.

Animal Health Technician (3/25/09, 4/1/09)  
Department Librarian (10/1/08)  
Maintenance Assistant  
Office Services Assistant (**3 months**)  
Port Financial Analyst  
Senior Accountant (**3 months**)  
Terminal Services Representative (**3 months**)  
Water Treatment Operator (3/18/09, 4/1/09)

**RETIREMENTS:**

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Angela Navarro/Customer Services Supervisor I/Financial Management  
Shelley Brown/Clerk Typist III/Police  
Rita Enriquez/Clerk Typist III/Police  
Cindy Baisz/Clerk Typist II/Public Works  
Linda Ahumada/Special Services Officer II/Public Works  
Elizabeth Ingraham/Business Systems Specialist VI/Water  
Dennis Sales/Gas Maintenance Supervisor I/Long Beach Gas & Oil

**RESIGNATIONS:**

It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the following resignations be received and filed. The motion carried by a unanimous roll call vote.

Michelle Posey/Housing Specialist II/Community Development  
Christine Patungan/Library Clerk I/Library  
Alexander Harris/Police Officer/Police

**CONSIDERATION OF HEARING OFFICER'S REPORT:****SUSPENSION HEARING 04-S-89**

The Secretary requested that this item be moved to the end of the agenda and conducted in closed session. It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried to move this item to the end of the agenda. The motion carried by a unanimous roll call vote.

**MANAGERS' REPORT:**

Melinda George, Deputy Director, thanked the Commission for the opportunity to attend the 2009 IPMA-HR International Training Conference and Exposition and IPAC Annual Conference. She briefed the Commission regarding segments of the conference.

The Secretary informed the Commission that he had invited Suzanne Mason, Director of Human Resources, to a commission meeting, but her schedule would not permit her to attend. However, he did acknowledge her contribution to the City of Long Beach. He also informed the Commission that he was trying to get Chief Batts to the Commission before he leaves the City, but that his schedule is also very tight. However, he did provide the Commission with a flyer to his retirement dinner. The Secretary reminded the Commission that the Commission meeting of October 7, 2009, would be held at the Harbor Department Commission Room. He stated that since this is an offsite meeting, it would begin at 8:30 a.m.

**REQUEST TO SUPPORT BOTTLE BILL FUNDING FOR LONG BEACH CONSERVATION CORPS:**

The Secretary requested Commission approval to submit letters in support of the Bottle Bill Funding for the Long Beach Conservation Corps. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried to approve the request to send a letter of support from the Executive Director. The motion carried by a unanimous roll call vote.

**COMMENTS FROM PUBLIC:**

Chris Ward, Business Representative, IAM, addressed the Commission regarding the number of years employees work as non-careers.

**RECESS:**

It was moved by Commissioner Haubert, seconded by Commissioner Saafir and carried to adjourn the regular meeting to a closed session, pursuant to Government Code 54957.8 to discuss item 13, consideration of hearing officer's report.

**CONSIDERATION OF HEARING OFFICER'S REPORT:**

**SUSPENSION HEARING 04-S-89**

The Secretary presented a report prepared by Hearing Officer Robert Kilpatrick, Attorney at Law, to the Commission, regarding the subject hearing which was conducted on August 13, 2009. James E. Trott, Attorney at Law, representing the appellant, requested the Commission reconsider the hearing officer's report and allow the appellant a hearing based on Section 81 of the Civil Service Rules and Regulations. Mike Peters, Attorney at Law, representing the City, objected to Mr. Trott's request. Christina Checél, Deputy City Attorney was available to advise the Commission. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Infelise to reschedule suspension hearing 04-S-89 to 2010. In a substitute motion, it was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried that the hearing officer's report be approved as prepared. The motion carried by the following roll call vote:

AYE: Douglas Haubert  
Jeanne Karatsu  
F. Phil Infelise  
Mary Islas

NAY: Ahmed Saafir

**RECONVENE:**

It was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried to reconvene to the regular meeting.



**ADJOURNMENT:**

There being no further business before the Commission,  
President Islas adjourned the meeting.

A handwritten signature in black ink, appearing to read "Mario Beas", written in a cursive style.

MARIO R. BEAS  
Secretary

MRB:meh



RECEIVED

**Date:** September 16, 2009  
**To:** Civil Service Commission  
**From:** Dennis J. Thys, Director, Community Development  
**Subject:** REQUEST FOR PROVISIONAL APPPOINTMENTS – HOUSING SPECIALIST

2009 SEP 17 PM 2:32

CIVIL SERVICE DEPT.

In accordance with Section 43 of the Civil Service Rules and Regulations, the Community Development Department is requesting the Commission's approval for the provisional appointments of La Trussel Williams, Perry Daniel and Carmen Quezada to the classification of Housing Specialist in the Housing Authority Bureau.

The Housing Specialist classification is responsible for the timely processing of participants through the HUD Section 8 Rental Assistance Program. Appointing these provisional appointments will ensure that we meet the mandates of the HUD grant funding.

The recruitment process consisted of two posted advertisements with ten candidates being interviewed. La Trussel Williams, Perry Daniel and Carmen Quezada were selected for the provisional appointments. They are well qualified for the positions and are aware, and in agreement with, the terms of the provisional assignment. We will be utilizing requisitions CD 09-42, 09-45 and 09-51.

Please contact Nancy Morlock, Administrative Officer, on extension 8-5818 if you have any questions regarding this request.

1 **DATE:** September 30, 2009  
2 **TO:** Civil Service Commission  
3 **FROM:** *DMD* Donna deAraujo, Assistant Administrative Analyst  
4 **SUBJECT: REQUEST FOR PROVISIONAL APPOINTMENTS – LA TRUSSEL**  
5 **WILLIAMS, PERRY DANIEL, AND CARMEN QUEZADA – HOUSING**  
6 **SPECIALIST**

7 Correspondence has been received from Dennis J. Thys, Director, Community  
8 Development Department, requesting Commission authorization to provisionally  
9 appoint La Trussel Williams, Perry Daniel, and Carmen Quezada to the classification  
10 of Housing Specialist. Staff has reviewed the request and recommends that the  
11 Commission authorize the provisional appointments in accordance with Article V,  
12 Section 43 of the Civil Service Rules and Regulations, and Item 1.02 of the Civil  
13 Service Commission Policies.

14 **Facts for Consideration:**

- 15
- 16 • Personnel Requisitions CD 09-42, 09-45, and 09-51 requesting provisional  
17 Housing Specialists, in the Housing Authority Bureau of the Community  
18 Development Department, have been received and are on file in the Civil  
19 Service Department.
  - 20 • The most recent eligible list for Housing Specialist expired on May 29, 2009.  
21 Currently, there is no priority list for this classification.
  - 22 • As indicated in Mr. Thys' memorandum, the Housing Specialist classification  
23 processes participants through the HUD Sections 8 Rental Assistance Program.  
24 These appointments will ensure that the City meets the mandates of the HUD  
25 grant funding.

- The recruitment process for Housing Specialist consisted of two posted advertisements. La Trussel Williams, Perry Daniel, and Carmen Quezada were selected out of 10 candidates that were interviewed.
- Mses. Williams, Daniel, and Quezada meet the minimum requirements to file for Housing Specialist and, by their signatures, agree to the terms and conditions of the provisional appointments. If the Commission approves this request, Mses. Williams, Daniel, and Quezada will be required to successfully complete the examination process and be reachable on the eligible list before they will be considered for a permanent appointment.
- If an order of layoff should occur and this classification is impacted, the appointing authority may determine which of the employees may be laid off. Mses. Williams, Perry, and Quezada have been apprised of this possibility.

The Community Development Department and Mses. Williams, Daniel, and Quezada have been informed that this item is on today's agenda.

**DMD**

092009 Provisional Appts Housing Specialist Doc



RECEIVED

2009 SEP 24 AM 9:41

CIVIL SERVICE DEPT.

Agenda Item No. **3**

**Date:** September 16, 2009

**To:** Civil Service Commission

**From:** Cynthia A. Stafford, Personnel Services Officer, Public Works

**Subject:** **TEMPORARY REASSIGNMENT FOR TRAINING OF CHERYL DAVIS, CLERK  
TYPIST TO ENGINEERING TECHNICIAN**

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The Department of Public Works is requesting the temporary reassignment of Cheryl Davis, Clerk Typist, Engineering Bureau, to the position of Engineering Technician, Engineering Bureau, for the purpose of training and development in accordance with Article VI, Section 63(3) of the Civil Service Rules and Regulations.

The Civil Service Commission approved the original request for the temporary reassignment of Ms. Davis on October 1, 2008. The Commission was advised she had completed six units of AutoCAD coursework and that upon completion of coursework in trigonometry and a one-year reassignment for training program, she would meet the minimum requirements to file for the Engineering Technician examination.

Ms. Davis completed eight units of mathematics coursework while in her recent reassignment, and is currently enrolled in intermediate algebra. While meeting the experience requirement for the classification, she has yet to complete a course in trigonometry and must complete a geometry course prior to taking trigonometry. The Design Division has included a proposed training plan outline for her second year of reassignment should the Commission approve this request. If approved, the Department anticipates requesting an additional third year of reassignment at the conclusion of Ms. Davis's second year.

Ms. Davis understands the reassignment for training is temporary and does not guarantee permanent placement in the Engineering Technician classification.

If you have any questions, please contact me at (562) 570-4686.

CAS

1 **DATE:** September 30, 2009

2 **TO:** Civil Service Commission

3 **FROM:** Sal Ambriz, Personnel Analyst *sa*

4 **SUBJECT: STAFF REPORT – TEMPORARY REASSIGNMENT FOR TRAINING –**  
5 **CHERYL DAVIS**

6 Correspondence has been received from Cynthia Stafford, Personnel Services Officer,  
7 Public Works Department, requesting the Civil Service Commission approve an  
8 additional year of the Temporary Reassignment for Training of Ms. Cheryl Davis, a  
9 classified Clerk Typist in the Public Works Department to the classification of  
10 Engineering Technician. Staff has reviewed this request and recommends  
11 Commission approval of one additional year of training in accordance with Article VI,  
12 Section 63(3) of the Civil Service Rules and Regulations and Policy 1.20 of the Civil  
13 Service Commission Policy and Procedures.

14  
15 Ms. Cheryl Davis was originally hired into the City as a classified Clerk Typist II in the  
16 Employee Benefits Division of the Human Resources Department on December 28,  
17 1994, and obtained permanent classified status on July 14, 1995. On August 10,  
18 1996, Ms. Davis accepted a position in the unclassified service as a Clerk Typist III.  
19 On October 1, 2008 the Civil Service Commission approved her return to classified  
20 service as a Clerk Typist and the Temporary Reassignment for Training to an  
21 Engineering Technician position in the Engineering Division of the Public Works  
22 Department.

23  
24 The Training Plan Outline submitted by the Public Works Department describes the  
25 goals and objectives, training methods and criteria necessary to measure the

1 satisfactory completion of the assignment. The Engineering Technician classification  
2 requires college or technical classes in trigonometry or equivalent pre-engineering  
3 related coursework and drafting, plus one year of experience in civil or other  
4 engineering related work using AutoCAD (2004 or 2007) or Microstation software.

5  
6 The training program will provide Ms. Davis an additional one-year of engineering  
7 experience using AutoCAD. She has also completed eight units of mathematics  
8 coursework while in her recent reassignment. Ms. Davis will be required to complete  
9 the required coursework in order to successfully meet the minimum qualifications to  
10 apply for the Engineering Technician examination.

11  
12 Ms. Davis' progress will be evaluated each year and it is anticipated that the Public  
13 Works Department may request an additional third year of Reassignment for Training  
14 next year to provide Ms. Davis time to complete the required course work, should the  
15 Civil Service Commission approve this request.

16  
17 Ms. Davis has been apprised of the terms and conditions of this temporary training  
18 assignment and has submitted the required Employee Consent Form accompanied by  
19 a completed Statement of Qualifications.

20  
21 Ms. Davis is aware that in order to be eligible for a permanent appointment in the  
22 Engineering Technician classification, she must participate in and qualify on the  
23 Engineering Technician examination process, and be reachable on the eligible list.

1 The Public Works Department representative and Ms. Davis have been informed that  
2 this request is on today's agenda. A representative from the department will be  
3 present to answer any questions from the Civil Service Commission.  
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9 StaffReport09302009reassign  
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1 **DATE:** September 30, 2009

2 **TO:** Civil Service Commission

3 **FROM:** Mario R. Beas, Executive Director

4 **SUBJECT: EXCEPTIONS TO THE RULES MAY BE AUTHORIZED – ARTICLE VIII,**  
5 **SECTION 115(3) – CIVIL SERVICE RULES AND REGULATIONS;**  
6 **REQUESTING EXCEPTION TO ARTICLE II, SECTION 7 OF THE CIVIL**  
7 **SERVICE RULES AND REGULATIONS – QUALIFICATIONS AND**  
8 **REQUIREMENTS FOR ASSISTANT ADMINISTRATIVE ANALYST**

9 As provided by Civil Service Rules and Regulations, Article VIII, Section 115 (3) –  
10 Exception to Rules May be Authorized, staff is recommending the Civil Service  
11 Commission consider an exception to Article II, Section 7 of the Civil Service Rules and  
12 Regulations – Qualifications and Requirements for the upcoming examination of the  
13 Assistant Administrative Analyst classification. Specifically, staff is recommending that  
14 the Commission approve the selection process for Assistant Administrative Analyst as  
15 an open-competitive examination but limit the candidate pool to current City employees.

### 16 **Background Information**

17 The classification for Assistant Administrative Analyst is used throughout the city by  
18 multiple departments. Currently there are three vacancies in the Harbor Department.  
19 Two of the vacancies are filled with provisional employees.

20 The exam for Assistant Administrative Analyst was last administered April 2007 on an  
21 open-competitive basis. At that time, 290 applied, 72 qualified. Fifteen selections were  
22 made from this eligible list. Among the applicant pool, 96 applicants were self-identified  
23 as City employees, of which 12 were selected from the eligible list. This is an entry-  
24 level professional classification that has generated an overwhelming interest from City  
25 employees as well as from applicants outside the City. For many City employees, this  
may represent an opportunity for career advancement.

## **Policy Requirements**

As per Civil Service Commission Policy 1.80, the following information is provided:

### Purpose of the Request:

To provide the user departments with an eligible list of qualified City employees to fill immediate and anticipated vacancies in the Assistant Administrative Analyst classification while meeting the City Manager's restrictions to select City employees to fill impacted vacancies. Although the current vacancies are in the Harbor Department, both the Harbor and Water Departments (under the jurisdiction of separate appointing authorities) are supportive of the City Manager's desire to consider only City employees for the current vacancies.

### Applicable Section of the Rules and Regulations:

Civil Service Rules and Regulations, Article II, Section 7 – Qualifications and Requirements, that specifies the Commission establish qualifications and minimum requirements needed to compete in examinations for classified employment.

### How the Best Interests of the City will be Served by the Exception to the Rule:

Staff is proposing that the examination be conducted as an open-competitive examination with the application pool restricted to current City employees. One of the minimum requirements to file would be current employment with the City of Long Beach. Staff believes this option is in the best interest of the City as the exception to the Rules and Regulations will:

- maintain an examination process based on merit principles,
- generate an eligible list of qualified employees,
- provide career opportunities to City employees,

- limit the expenditure of City resources necessary to conduct an examination for large numbers of outside candidates
- avoid generating unrealistic expectations of employment opportunities to outside candidates, and
- eliminate requests for exceptions to Section 115 to bypass candidates on the eligible list in order to reach internal candidates.

#### Why the City's Best Interests are Not Being Served by the Current Civil Service Rules and Regulations?

Current Civil Service Rules and Regulations require an examination to be conducted either: 1) as an open-competitive examination, potentially bringing extremely large numbers of outside candidates into the process, or 2) as a promotional examination that would limit the application pool to permanent City employees in specified classifications.

Staff does not recommend that this be conducted as a "true" promotional examination with requirements of seniority, ranking of the eligible list, and restrictions to classified employees, but as an open-competitive examination limited to current City employees.

Promotional examinations typically are most effective when there is a clear relationship between the skills acquired in lower level classification and those needed in the higher-level classification. In regards to Assistant Administrative Analyst, this classification is designed as an entry-level professional classification. Additionally, due to the general minimum requirements of a bachelor's degree or equivalent experience, there are many City employees eligible to apply regardless of their current City classification. Therefore, staff recommends that all City employees, meeting the minimum qualifications be allowed to compete for permanent positions as Assistant

1 Administrative Analyst. As the examination has been conducted as an open-  
2 competitive examination in the past, non-career employees would have had an  
3 opportunity to compete for permanent employment as an Assistant Administrative  
4 Analyst.

## 6 **Summary**

7 In conclusion, considering the City's continued financial challenges and the City  
8 Manager's desire to hire only City employees, it is recommended that the Commission  
9 approve the exception to Article II, Section 7 of the Civil Service Rules and Regulations  
10 and approve the selection process for Assistant Administrative Analyst as an open-  
11 competitive examination but limit the candidate pool to current City employees. Staff  
12 has informed all user departments of this recommendation and has received  
13 agreement. The user departments support staff's recommendations. Staff is available  
14 to answer any questions that the Commission may have.

15  
16 EXCEPTION TO THE RULES (AAA 9/30/09)  
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# ASSISTANT ADMINISTRATIVE ANALYST

Job Number: 02

## SALARY RANGE:

Grades I - II: \$1,477.44 to \$2,401.84 Biweekly  
\$3,212.00 to \$5,222.00 Monthly

Applications Available: 7:30 a.m. to 4:30 p.m.,  
October 2, 2009 through October 16, 2009.  
Completed applications and supplemental applications  
must be received in the Civil Service Department by  
4:30 p.m., October 16, 2009. Postmarks will not be  
accepted. Online applications are encouraged.

## REQUIREMENTS TO FILE: Open to current City of Long Beach Employees.

A Bachelor's degree from an accredited four-year college or university (proof required)\*. Technical and professional experience (including experience as an Administrative Aide with the City of Long Beach) that offers specific and substantial preparation for the duties of the position may be substituted for the required education (proof required)\* on a year-for-year basis.

**Ability to:** effectively communicate both orally and in writing; comprehend complex written information; research, organize and analyze data from a variety of sources; develop conclusions and make practicable recommendations based upon evaluation of facts; effectively work with others; exercise initiative to complete assigned tasks in a timely fashion; perform budgetary computations; plan and organize work effectively; and to apply the principles of mathematics.

**Knowledge of:** personal computers and applications such as Microsoft Office or other related software.

Overtime, weekend and/or holiday hours may be required for some positions. Positions in the Police Department require the ability to pass a thorough background investigation.

A valid motor vehicle operator's license may be required at time of appointment. If required, a current DMV driving record must be submitted to the hiring department at the time of selection interview.

**DESIRABLE QUALIFICATIONS:** Bilingual language skills (English/Spanish and/or English/Southeast Asian) are desirable for some positions.

\*Applications will not be processed until all required proofs are received. Any required proofs, such as certificates, diplomas, licenses, or transcripts, must be received in the Civil Service Department by 11:59 p.m., October 21, 2009. Documents may be received in person, via email [civilservice@longbeach.gov](mailto:civilservice@longbeach.gov) or fax to (562) 570-5293.

**EXAMPLES OF DUTIES:** Under supervision, gathers data used in administrative, fiscal, or personnel activities and services; assists in the preparation and control of the annual budget; performs preliminary research, investigations, and studies; develops preliminary interpretations and makes recommendations for improvement in services delivery and the attainment of departmental goals; analyzes documents for compliance with rules, regulations and procedures; assists in the revision of administrative and personnel systems and procedures; communicates with individuals and organizations both within/outside the City; reviews statistical data; utilizes personal computers and prepares and presents oral and written reports; assists in the various aspects of contract administration; participates in personnel-related activities; performs other related duties as required.

## EXAMINATION WEIGHTS:

Application and Supplemental Application.....	Qualifying
Written Examination.....	40%
Writing Skills Evaluation.....	20%
Appraisal Interview.....	40%

(The appraisal interview may include a job-related simulation exercise.)

A minimum rating of 70 must be attained in each part of the examination. Certification by score bands will be considered based on an analysis of test results. This examination will be conducted using the continuous examination procedure. The resulting eligible list will remain in effect for at least six months.

The written examination will be scheduled shortly after close of filing. If you have not received notification by October 30, 2009, contact the Civil Service Department at (562) 570-6202 or email at [civilservice@longbeach.gov](mailto:civilservice@longbeach.gov).

This information is available in an alternative format by request at (562) 570-6202. AAA/E03AN-10 J.O.B. 02-10 CM 9/30/09